

Covid-19 Risk Assessment – Members & Visitors to the Club

Company name: Royal Solent Yacht Club

Assessment carried out by: Club Secretary

Date of next review: 1st May 2021

Date assessment was carried out: 29th March 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Catching or spreading virus through poor hand hygiene	Staff Members Non-members	<ul style="list-style-type: none"> ➤ Staff trained in Covid-19 hygiene procedures & PPE useage. ➤ Covid-19 risk assessments and Procedure for Operational Practices shared via website. ➤ Signs requesting everyone sanitises hands on arrival. ➤ Hand sanitising stations in key locations (e.g. welcoming point, 	<p>Staff refresher training.</p> <p>Monitoring on a daily/weekly basis, note and resolve any weaknesses in procedures.</p> <p>Check and top up hand sanitiser.</p> <p>Provide moisturiser to help combat effects of hand sanitiser.</p>	<p>Initially Service Manager and Club Steward.</p> <p>Regular monitoring by all staff.</p>	<p>Prior to re-opening, notify staff and members of continuation of Covid procedures & regulations.</p> <p>Ongoing review.</p>	<p>Shared via procedural document on website and via email to members & Staff.</p> <p>Signage at welcoming point (initially at entrance to dinghy park) or briefing given to members/Visitors on arrival by Officer of the day.</p>

		<p>corridor outside cloakrooms)</p> <ul style="list-style-type: none"> ➤ Soap & hot water available in cloakrooms. ➤ Posters showing how to wash & sanitise hands properly. ➤ Wiping down touch points e.g. door handles, handrails, lift buttons. 				
<p>Catching or spreading virus through poor hygiene or lack of social distancing in cloakrooms, staff loo & disabled loos.</p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> ➤ Cloakrooms and downstairs disabled loo are open for access to toilet and basin facilities. ➤ The shower cubicles remain closed. ➤ Face coverings must be worn at all times. ➤ Usage is limited to 3 people at any one time. ➤ If there are more than 3 people in the cloakroom others should wait socially distanced with face coverings in the foyer 	<p>Monitoring standards of cleanliness throughout day.</p>	<p>Staff and all users of cloakroom facilities.</p>	<p>Notify members of regulations before and after Club reopens.</p>	<p>Shared via procedural document on website and via email to members/Staff.</p> <p>Signage on back of loo doors advising users to sanitise surfaces after use.</p>

		<p>or use the disabled facility.</p> <ul style="list-style-type: none"> ➤ Intensively cleaned at start of each day. ➤ Antibac spray and paper towels are available for users to wipe down surfaces after use. ➤ Used paper towels to be disposed of in flip top pedal bins. ➤ Hand gel dispenser in corridor outside. 				
<p>Catching or spreading virus due to lack of social distancing at pinch points and in enclosed areas.</p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> ➤ Advanced booking is advised to help regulate influx and stagger arrivals. ➤ Requirement to wear face coverings at all times both in the grounds and when inside the Clubhouse, except when seated to eat or drink. ➤ Exits via external staircases. ➤ Restricted numbers (3) in cloakrooms at any one time. 	<p>Monitor use of face coverings by those not seated.</p> <p>Ensure correct social distancing and no mingling are observed.</p> <p>Signage to remind members & non-members of requirements to wear face coverings and observe 1m+ or</p>	<p>Staff and all users of the Clubhouse.</p>	<p>Prior to re-opening, notify staff and members of change in procedures, regulations.</p> <p>Ongoing review.</p>	<p>Shared via procedural document on website and via email to members/Staff.</p> <p>Signage throughout clubhouse.</p>

		<ul style="list-style-type: none"> ➤ Queueing kept to 2m apart using tape on floor where relevant e.g. outside disabled loo & at till to pay. 	2m social distancing.			
<p>Catching or spreading virus due to lack of social distancing or through shared touch points on lawn and balconies: Seating & ordering</p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> ➤ Tables spaced 2m apart. ➤ Rule of 6 or 2 households per table. ➤ No mingling between groups. ➤ The Club will endeavour to allocate tables to support social distancing within a group if required. ➤ Diners shown to table wearing face coverings and asked to remain seated throughout except to use the cloakrooms. ➤ Face coverings may be removed once seated at allocated table to eat or drink. ➤ Table service only. Table buzzer system for diners to alert server of their need 	<p>Constant monitoring of tables for further food and drink orders.</p> <p>Additional staff may be required during busier times to assist with table service.</p>	<p>Service Manager, Club Steward, Servers</p>	<p>Notify members regarding new ordering procedures before Club reopens. Signage with clear instructions around club and on tables.</p>	<p>Yes, via procedural document shared on website and via email. Regulations and procedures given on arrival by Officer of the day at welcoming point.</p>

		<p>for attention. All orders for drinks or food to be taken at the table with social distancing observed by server wearing face covering and using own pen and pad.</p> <ul style="list-style-type: none"> ➤ No ordering at or prolonged standing or sitting at the bar. ➤ Disposable paper menus and wine lists per table for each sitting. 				
<p>Catching or spreading virus due to lack of social distancing or through shared touch points on lawn and balconies : Serving & Clearing</p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> ➤ One bar tender wearing face covering pours all drinks and places them on trays. ➤ Server wearing face covering takes tray to table and asks recipients to remove drinks from tray. ➤ Food is served to the table by server wearing face covering. ➤ Used glasses and plates are removed 	<p>Continual monitoring of processes to ensure correctly followed.</p>	<p>Service Manager, Club Steward, Servers</p>	<p>Notify members regarding new ordering procedures before Club reopens. Signage with clear instructions around club and on tables.</p>	<p>Yes, via procedural document shared on website and via email. Regulations and procedures given on arrival by Officer of the day</p>

		<p>by server wearing face covering.</p> <ul style="list-style-type: none">➤ Bills should ideally be paid at the table using contactless card payment on a wifi card machine or members may ask for their bills to be charged to their payment card accounts remotely. Cash should only be accepted as a last resort and staff should sanitise their hands afterwards.➤ Members/visitors put face coverings on and leave.➤ After each sitting, any dirty table cloth/ banqueting roll used is removed by staff wearing face covering, gloves and apron and transferred securely to washing machine or bin.➤ Tables, chairs, condiments, table buzzers and any				
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		<p>laminated signs are wiped down using antibac spray.</p> <ul style="list-style-type: none"> ➤ Single use menus and wine lists are disposed of. 				
<p>Asymptomatic staff spreading COVID 19 to each other or Members & Visitors</p>	<p>Staff</p>	<ul style="list-style-type: none"> ➤ Many staff will have received their first vaccination, but all staff working at the Club will be required to take a Rapid Flow Test at least once a week. 	<p>Remind staff not to come to work if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p>	<p>All Staff.</p>	<p>With immediate effect and ongoing</p>	<p>Implemented from 30/3/21.</p>
<p>Persons displaying signs and symptoms of COVID 19</p>	<p>Staff Members Non-members</p>	<ul style="list-style-type: none"> ➤ Details must be taken on arrival. ➤ If signs and symptoms are displayed entry must be refused in line with Rule 23. ➤ Any area and surfaces they have come into contact with must be thoroughly cleaned. 	<p>Remind Members via the Club's website not to come to the Club if they or any of their household is displaying any symptoms of COVID or have tested positive for COVID in the last 10 days.</p>	<p>Senior Staff, Flag Officers</p>	<p>Ongoing.</p>	<p>Records of all those who visit the Club and when they do so are being kept for 3 weeks.</p>

		➤ If a positive test result has been confirmed Track & Trace will contact the Club and request records.	Monitor and implement and new regulations and procedures.			
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 10/19